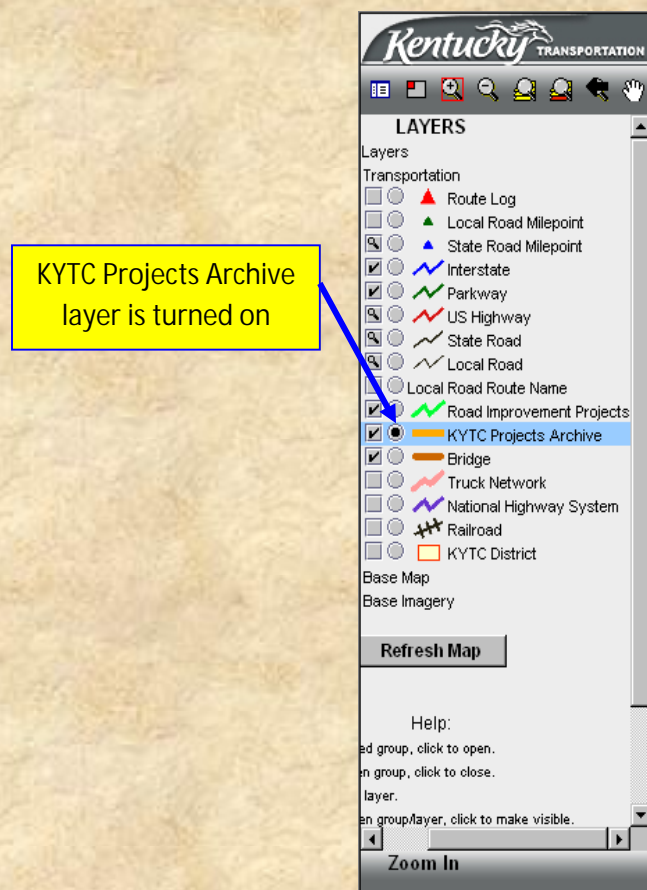# KYTC Project Archives Instructions

Before you begin, make sure that all <u>Pop-up blockers</u> are turned <u>off</u>. You may have more than one pop-up blocker installed on your computer.

Make sure that KYTC Projects Archive layer is turned on. This is the 11th layer under transportation.

KYTC Projects Archive layer is turned on

To locate an archive project, you may manually zoom to the project location using the traditional zoom tools on the toolbar, or you may search zoom using the Where is...? Tool located on the bottom of the Project Archive map.
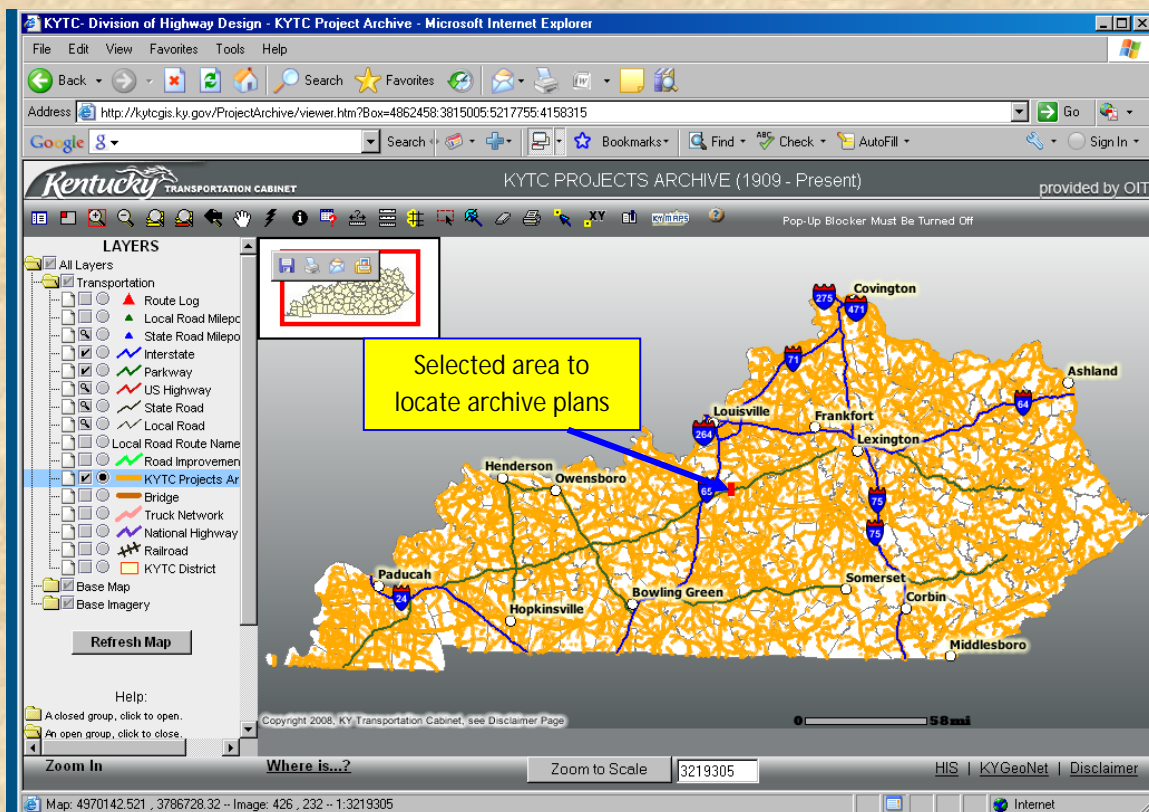
MANUAL ZOOM

1. Click on the + magnifying glass (window zoom tool) located inside the red box located on the KYTC Projects Archive toolbar.


Window zoom tool

2. Left click on the area on the Projects archive map where you would like to locate archive plans.

Selected area to locate archive plans

3. While still holding down the left mouse key, drag the mouse (creating a window box) around the target zoom area to create a box; once you have boxed in the target area, release the left mouse button.
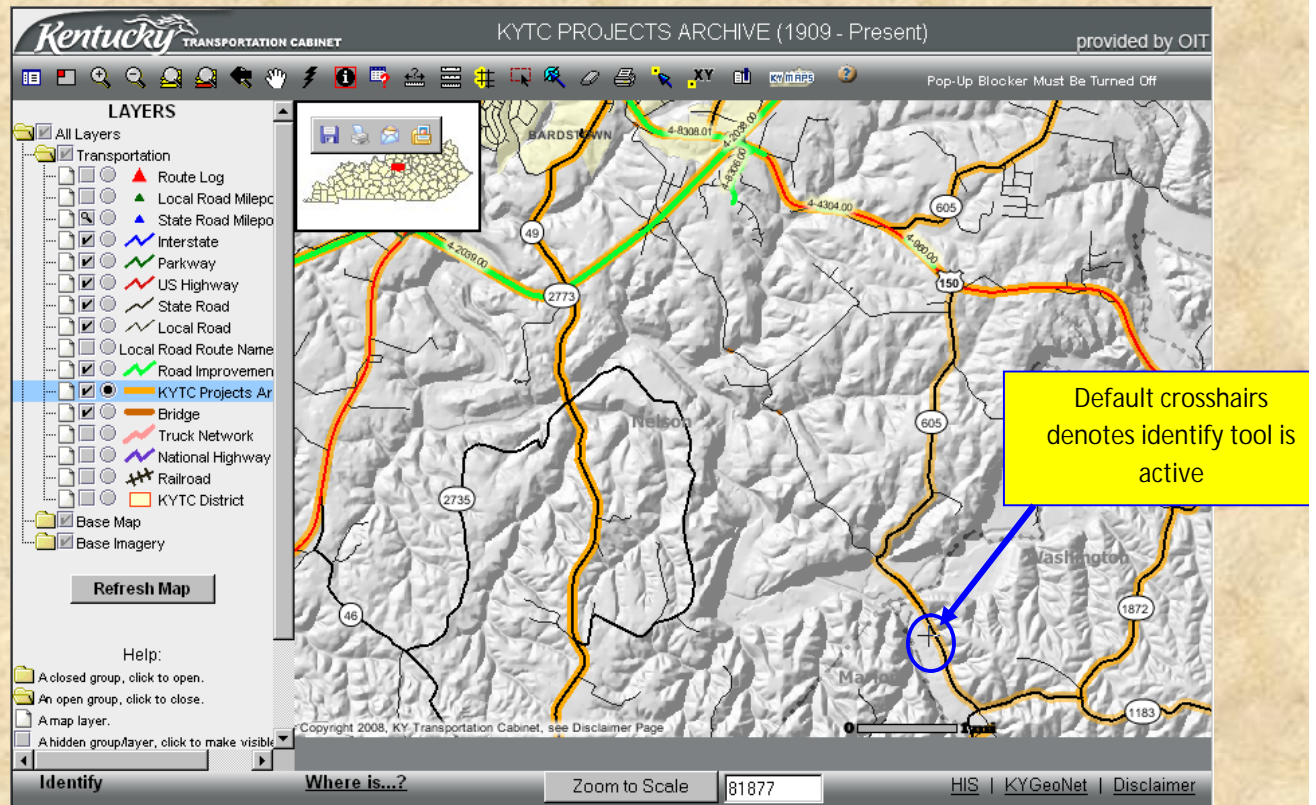

Target zoom area

Status tool bar
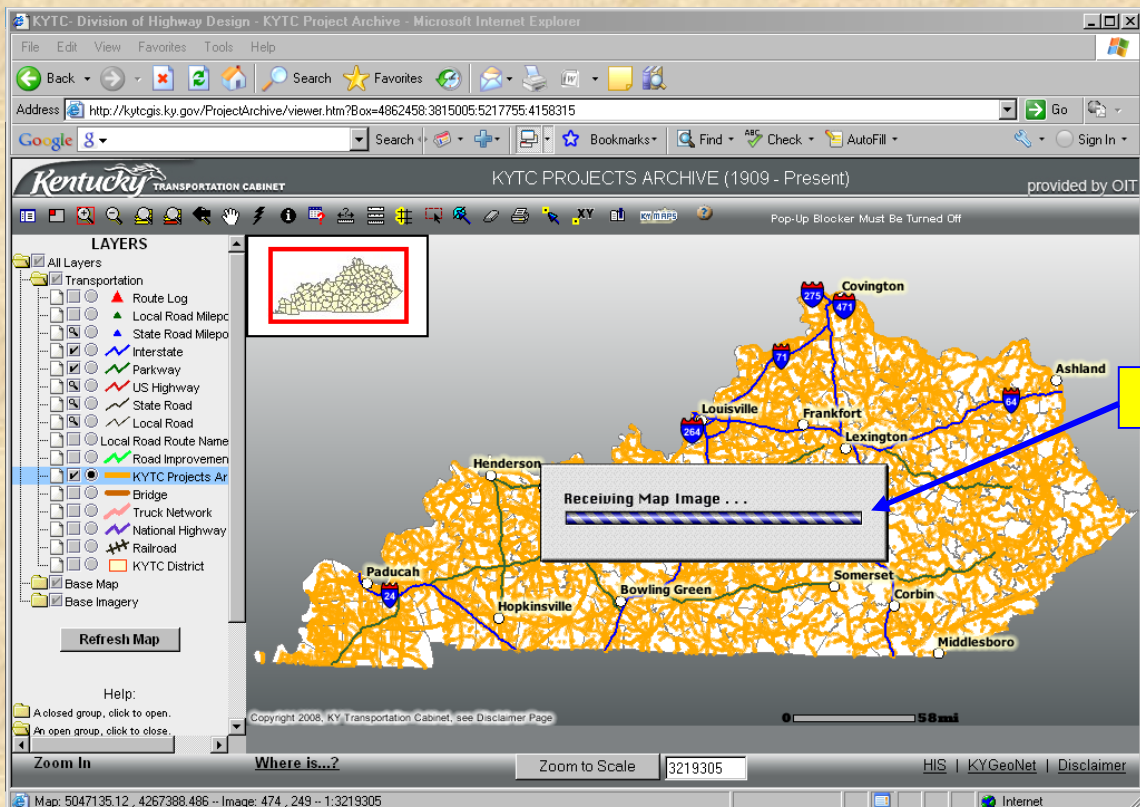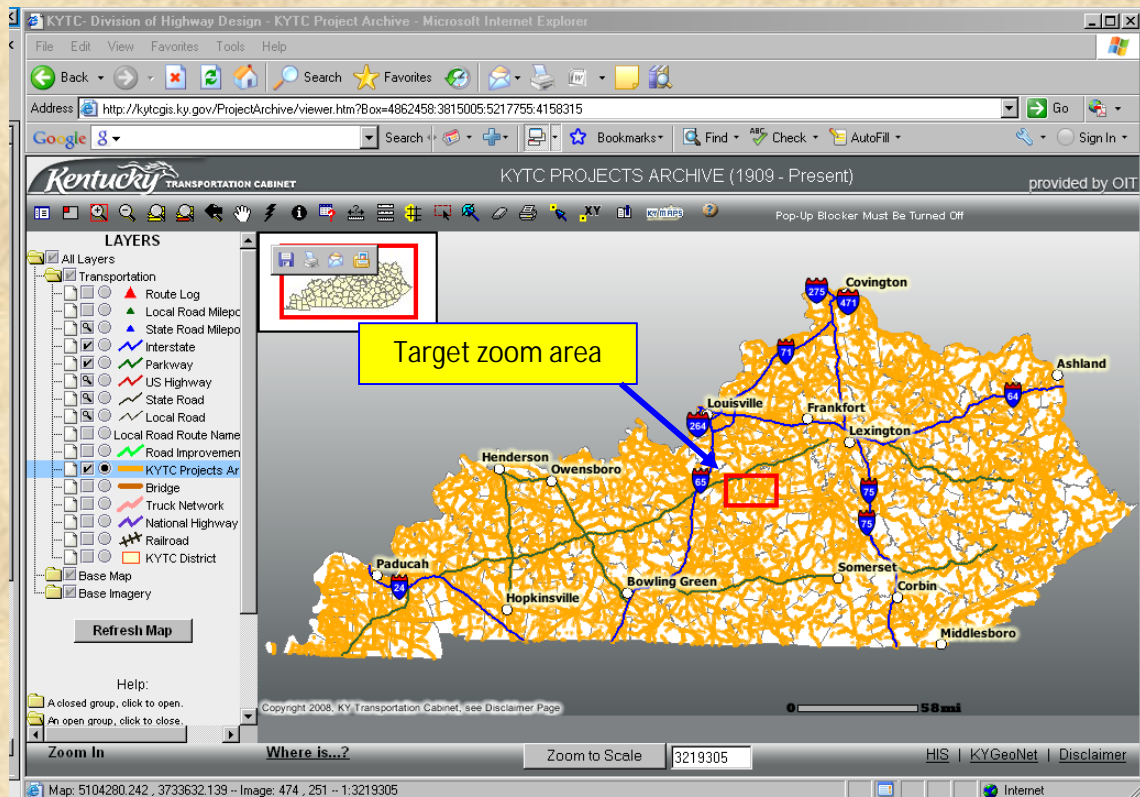
Once you have located your project area, you are now ready to locate the Project Archive Plans. You must click on the identify tool (i inside a circle), located on the KYTC Projects archive toolbar,
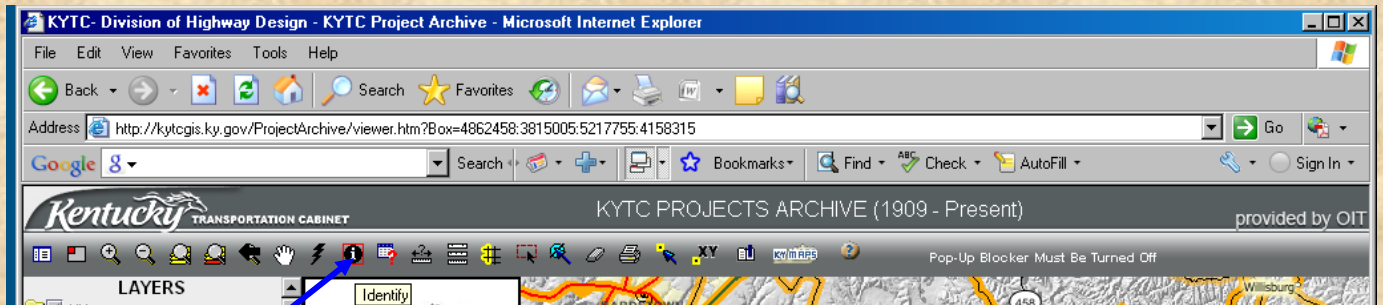
Identify button

your icon will default to cross hairs

Default crosshairs denotes identify tool is active

4. Query/Selection Results Table pops-up (If this does not happen, your pop-up blocker(s) is not turned off).
5. All of the KYTC Project Archive pdf files that are available for the roadway selected will be listed in the table.

Query/Selection Results table with available pdfs.

Where is…? Zoom

Where is…zoom? allows you to zoom into a location through the following tool boxes:

Boundaries

- City
- County
- USGS Quad
- Five digit Zip Code

Routes and Roads

- Route
- Road/Street Name

Districts
- Highway Districts

Legislative

- US House
- KY Senate
- KY House

BOUNDARIES

City—Select the city that you would like to zoom to from the drop down box. Map will zoom to city selected.

County—Select the county that you would like to zoom to from the drop down box. Map will zoom to county selected.

USGS Quad—Select the USGS quad from the drop down box. Map will zoom to USGA quad selected.

Five digit zip code—Enter five digit zip code into box , click zoom to zip. Zooms to zip code area.

ROUTES AND ROADS

Route
   a. Select County from drop down box
   b. Select Route Prefix (type of roadway) from drop down box
   c. Enter the route number of the roadway
   d. Enter a mile point (if 0 is entered will get an error box SelRouteMilepoint<1...=0) select ok
   e. Click zoom to route
(All must be complete and correct to zoom to area)

Road/Street Name
   a. Select County from drop down box
   b. Select roadway direction from drop down box
   c. Enter street name
   d. Enter street type
   e. Enter post direction
   f. Click zoom to road
 (All must be complete and correct to zoom to area)

QUERY BUTTON

The query button is located on the KYTC Projects Archive tool bar and can be used to locate a KYTC Archive Project pdf (archive drawings). The query can be performed when one or more fields in the KYTC Project Archive table are known. The "value" entered is case sensitive and the query will not work if it is not entered correctly.

Query icon

To begin a query, select the query button. The query.htm window pops up. If it does not pop up, then your pop-up blocker is on. Click here for instructions on how to turn off pop-up blocker.

Query window
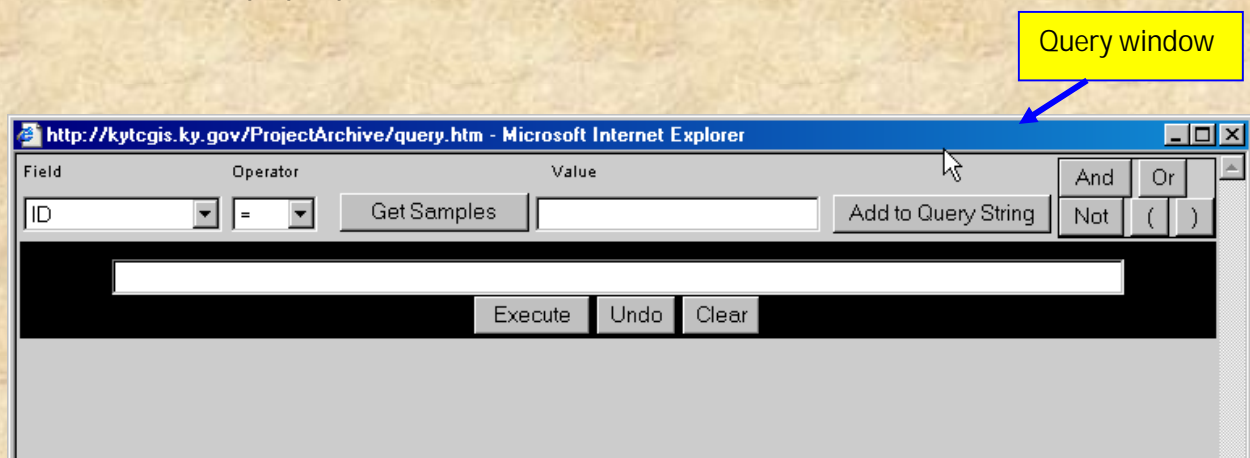
In order to perform a working query, you must select a field, an operator and input a value corresponding to the field that you have selected.

1. Select a field on which to search (20 to choose from)

Field Values

2. Select an operator. Six (6) to choose from: =, <, >, <=, >=, LIKE

Operator Values

When using the "=" operator please note that the value entered must be exact. If you are unsure of the value entered, use <= or >= to help with your query.

3. Enter a value. If you are unsure of how to enter the value, click on get samples and it will show you the format of the field value.

Click here for Sample value

How field value should be entered
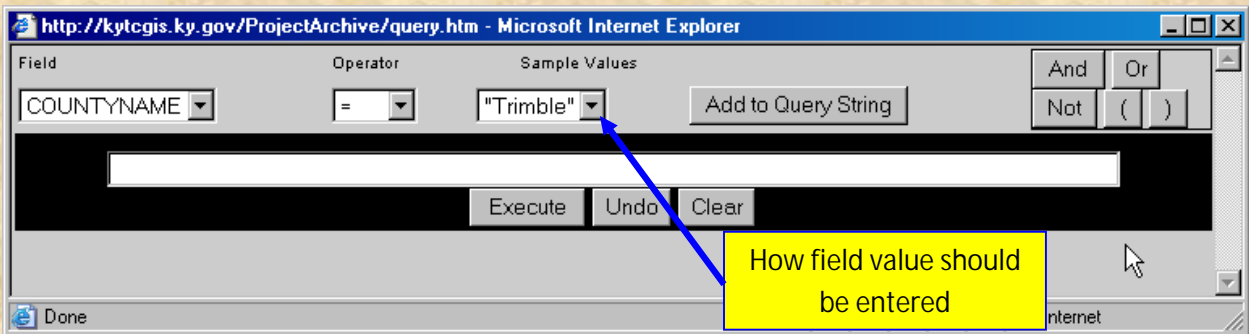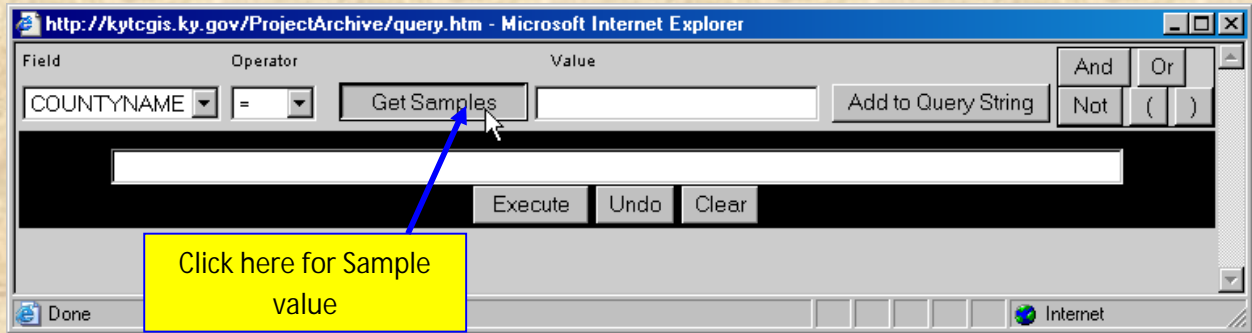
4. Click Add Query to String button

Click to add to query string

Manually entered field value
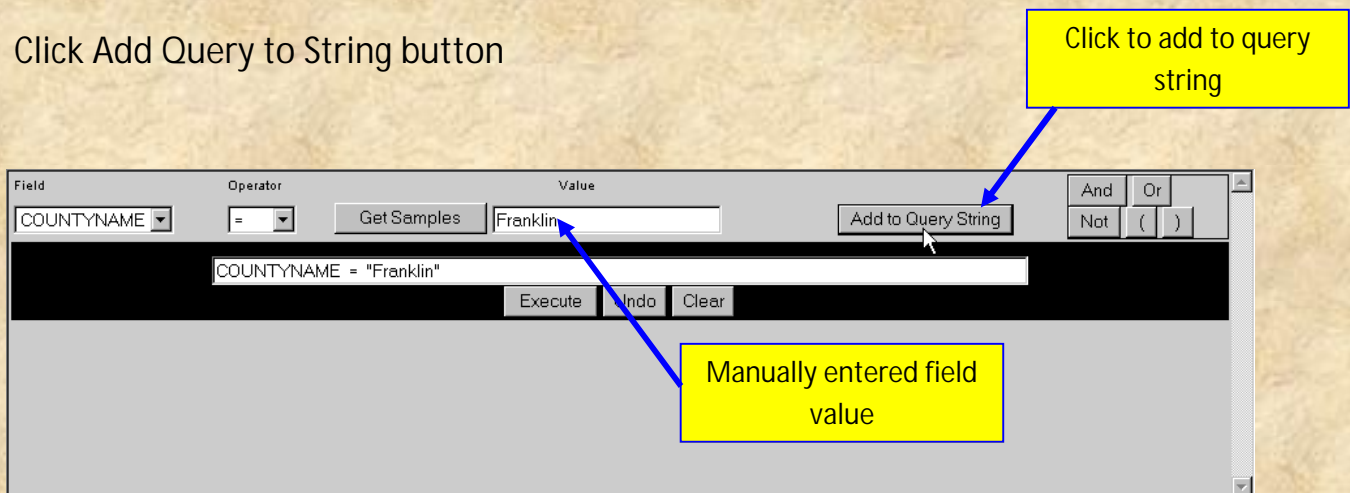
5. Add as many variables to the string that you consider necessary by repeating steps 1-4.

This query utilized, COUNTYNAME, ROUTENUMBE, & STATEPROJE to locate the archive plans.

Click to execute the query

6. Click the Execute button

7. The KYTC Projects Archive box will pop up with a list of projects based on the query.

Projects available based on query